

## MEETING UNDER THE OAK TREE

### 1. General.

Managing off-duty risk is critical to meeting our goal of *No Loss of Life*. We must remain decisively engaged in ensuring that Soldiers avoid risky behavior. Before weekends and holidays, and before Soldiers go on pass or leave, first-line officers and noncommissioned officers (NCOs) will give a composite risk briefing, and first-line NCOs or supervisors will meet with each Soldier to discuss the Soldier's off-duty plans. This process ensures that leaders are aware of their Soldiers' plans and have made a mutual, verbal contract on the steps to be taken to manage identified risks. The intent of this policy applies equally to Soldiers managed by civilians.

### 2. Meeting Under the Oak Tree.

a. Meeting Under the Oak Tree is the road to success. This refined, back-to-basics initiative shows our commitment as leaders and is truly "taking care of Soldiers." The Meeting Under the Oak Tree requirement complements and must be used with individual risk assessments. This is not intended to be a paperwork meeting and written records of the meeting are not necessary or desired. The meeting is intended to be a leader-to-led meeting with face-to-face / Soldier-to-Soldier guidance given and a personal "behavior contract" agreed to. Meeting Under the Oak Tree ensures that the first-line leader or supervisor is able to make a verbal contract with the Soldier in which the Soldier agrees to take steps to mitigate risks identified in the assessment.

b. Soldiers who plan to drive a car or ride a motorcycle on a trip during the period under review and their first-line leaders must pass additional gates.

(1) The Soldier and the first-line leader must have completed the Driver's Risk Awareness Questionnaire

([http://www.per.hqusareur.army.mil/services/safetydivision/leader\\_tools.htm](http://www.per.hqusareur.army.mil/services/safetydivision/leader_tools.htm)).

This is a one-time requirement for each licensed Soldier. Leaders, however, should ensure that a new baseline is established when conditions change. Unit leaders are encouraged to download the Excel spreadsheet program and ensure that it is available for use in the local area.

(2) For each trip they make, Soldiers should be encouraged to complete the online United States Army Combat Readiness Center (USACRC) Automated Safety Management Information System (ASMIS-1) Privately Owned Vehicle (POV)

module. This is a good tool and can be of real benefit to all Soldiers. If access to the USACRC website is not available, Soldiers may use the USAREUR Off-Duty Risk-Assessment Card. This PowerPoint document should be downloaded from the USAREUR Safety website at [http://www.per.hqusareur.army.mil/services/safetydivision/leader\\_tools.htm](http://www.per.hqusareur.army.mil/services/safetydivision/leader_tools.htm) and made available at the unit for Soldier use.

**(a) ASMIS-1 POV.** ASMIS-1 POV is an online, automated risk-management tool that leverages known POV accident hazard information and provides targeted information to help make practical, informed decisions. The ASMIS-1 POV module is intended for use by POV drivers traveling outside the local area on pass, leave, temporary duty, or permanent change of station. The tool calculates a numerical risk based on the answers to questions, such as the trip start-point and destination, the type of vehicle to be used, the amount of sleep the previous night, and so on. Responses are compared to accidents in the Army database and relevant accident summaries are provided for review. Users are shown areas where better choices can reduce their risk level. Finally, a risk level is determined after applying risk-mitigation fundamentals.

**(b) Using the System.** Before beginning, users must know their Army Knowledge Online (AKO) login and password, and their leader's e-mail address. ASMIS-1 POV is available online at [https://safety.army.mil/sign\\_in.asp?site=ASMIS1](https://safety.army.mil/sign_in.asp?site=ASMIS1). Users must enter their AKO user name and password to reach the *ASMIS-1 Risk Assessment Tool* selection screen, at which they can choose the POV tool. Supervisors can view risk assessments completed by their subordinates by selecting *View risk assessments for your subordinates*.

### 3. Basic Responsibilities.

a. First-line officers and senior NCOs are responsible for conducting unit composite risk-management briefings.

b. First-line NCOs are responsible for—

- (1) Knowing the Soldier.
- (2) Reviewing risks associated with their Soldier's activities.
- (3) Considering the range of composite risk-management factors and asking pointed questions to determine risks.
- (4) Considering the unit risk-reduction profile.
- (5) Providing advice and counsel on risk mitigation.

(6) Making a *Go* or *No Go* decision on the plan. NCOs will not allow Soldiers to go on pass or leave until they are satisfied that the risks have been identified and sufficiently mitigated, and the Soldier and NCO have made a verbal agreement as to how to mitigate the risks.

(7) Holding the Soldier appropriately accountable for his or her actions.

c. The Soldier is responsible for—

(1) Making required assessments before the meeting.

(2) Openly discussing plans and associated risks for the period under review.

(3) Abiding by the verbal contract and following the risk-assessment and risk-management process as conditions affect the contract.

d. The Soldier and the NCO are jointly responsible for—

(1) Completing their obligations for the one-time Driver's Risk Awareness Questionnaire (applicable to drivers).

(2) Making a mutual agreement and executing a verbal "safe behavior" contract covering courses of action for the period under review, and any contingency plans.

e. Battalion leaders are responsible for verifying the integrity of this process and ensuring that subordinate leaders and Soldiers adhere to safety standards.